

# **AN AASIS TRAINING GUIDE**



## **Accounts Receivable Cash Receipts & Deposits**

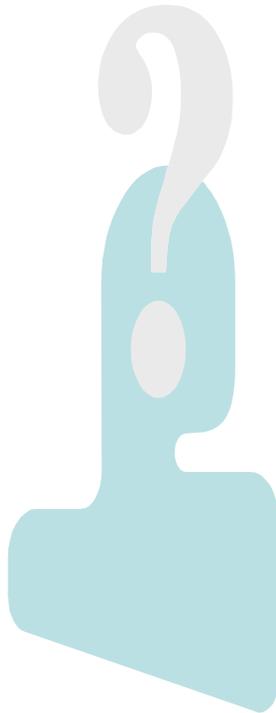
### **CHAPTER 1 AASIS OVERVIEW**

**ASC Course Code ARCRD**

***What You Must ALWAYS Remember When Posting Cash Receipts In AASIS...***



**Every Cash Receipt Posting Triggers Additional Postings That You WON'T See!!!**





## Topic 1-2: The AASIS Design



AASIS Is A Highly Complex Database Which Stores A **Variety** Of Important Financial Business Data In **Multiple** Tables.

These Table Structures Are **Linked** Together (Integrated), Enabling Agencies To Create:

- Accurate Financial **Reporting** Information (Statewide & Agency Specific)
- Accurate **Derivations** Of Accounting Information When Executing Daily Business Transactions





## Topic 1-2: The AASIS Design

*As An AASIS Cash Receipts User, It Is **Critical** For You To Understand The Relationship Of Master Data To The Actions (Transactions) You Will Be Performing.*

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**YOUR CHOICES DETERMINE THE ACCURACY OF YOUR AGENCY'S FINANCIAL DATA!**

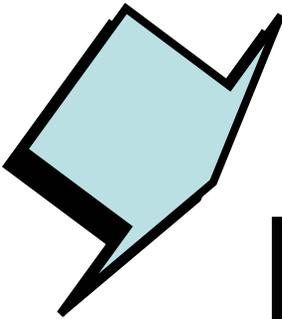




## Topic 1-3: AASIS Master Data

### *The AASIS Master Data Elements MOST Important For You*

- To **REMEMBER**
- To **UNDERSTAND**
- To **USE CORRECTLY**



1. BUSINESS AREA
2. COST CENTER
3. FUND/FUNDS CENTER
4. GENERAL LEDGER ACCOUNTS
5. CASH JOURNAL



## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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The **BUSINESS AREA** (BA) Is A Unique 4 Digit Number In AASIS That Identifies Your Agency's Financial Data.

## **SYSTEM USES** FOR BUSINESS AREA MASTER DATA

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- A **Required** Field In The Completion Of Business Transactions
  - A **System Edit** Within Some Transactions – Stops You From Finishing A Transaction Until You Input The 4 Digit Number And Press “Enter”
  - A Selection Criteria Enabling The Use Of Agency (BA) **Managerial Reporting Tools**
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## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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The **COST CENTER** Is A Unique 6 Digit Number In AASIS That Collects Financial Data Based On The Physical Structure (Locations And/Or Divisions) Within An Agency. The Cost Center Is A Part Of The AASIS **Controlling Module**.

## **SYSTEM USES FOR COST CENTER MASTER DATA**

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- Creates **Derivations** Of Financial Data Within Business Transactions (REMEMBER THIS!)
  - Enables Management Personnel At ALL Hierarchical Levels To **Monitor** Agency Revenues And/Or Expenses
  - Integrates With Business Area **Fund/Funds Center** Information (REMEMBER THIS!)
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## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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The **FUND** Is A 7 Digit Code Representing A “Pool” Of Money Owned By An Agency, Although Some Of The Money May NOT Be Available To Spend. (This Concept Is Similar To A Bank Account.)

The **FUNDS CENTER** Represents The Agency’s Legal Authority To Spend Money (Appropriation).

**FUND AND FUNDS CENTER** Are Located In The Funds Management Module.

### **SYSTEM USES** FOR Fund/Funds Center MASTER DATA

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- **Derives** From The Cost Center Entered By Users In Business Transactions (REMEMBER THIS!)
  - **Enables** Cash-Basis Reporting
  - **Prevents** Over Spending By Blocking The Completion Of Financial Transactions When Money Is Not Available
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1. *The Funds Management Module Creates Budgetary Control To Validate Spending Authorization And To Enable Cash-Basis Reporting.*
  2. *Fund Is Also Used In The Accounts Receivable, Accounts Payable and General Ledger Modules To Determine The Amount Of Cash Available To Spend, Which Is Completely Unrelated To Budget.*



## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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The **GENERAL LEDGER** Is The STATEWIDE CHART OF ACCOUNTS, Commonly Referred To As GL Accounts.

### SYSTEM USES FOR GENERAL LEDGER MASTER DATA

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- Captures State And Agency Financial *Postings* Using **6 Primary Financial Categories** (CAFR –Reporting)
  - Contains The List Of **Individual Account Types** Used In Transactions To Record Your Agency’s Financial Data In AASIS
  - Contains Some Accounts Identified As **Reconciliation** Accounts.
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## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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### GL Account Categories

- ASSETS
- LIABILITIES
- EQUITY
- REVENUE
- EXPENSE
- OTHER SOURCES

Each Of These Account Categories Is Identified In AASIS Through Account NUMBER Assignments



## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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### **ORGANIZATION OF THE "GENERAL LEDGER ACCOUNT NUMBER ASSIGNMENTS"**

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- The GL Account Number Is A 10 Digit Number.
  - The GL Account **Category** Is Defined By The First Digit Of The Account Number.
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#### Account Category

#### Account Number

ASSETS	—————>	<b>1</b> #####
LIABILITIES	—————>	<b>2</b> #####
EQUITY	—————>	<b>3</b> #####
REVENUE	—————>	<b>4</b> #####
EXPENSE	—————>	<b>5</b> #####
OTHER SOURCES	—————>	<b>6</b> #####

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## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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### **ORGANIZATION OF THE “GL INDIVIDUAL ACCOUNT NUMBER ASSIGNMENTS”**

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- Each GL Account Category Contains Various **Individual Accounts**.
  - Individual Revenue Accounts Are Further Defined By The Second and Third Digit In The Account Number.
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<u>Account Category</u>		<u>Individual Account Number</u>
ASSETS	—————>	<b>1</b> #####
LIABILITIES	—————>	<b>2</b> #####
EQUITY	—————>	<b>3</b> #####
REVENUE	—————>	<b>4</b> #####
EXPENSE	—————>	<b>5</b> #####
OTHER SOURCES	—————>	<b>6</b> #####

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## Topic 1-3: AASIS Master Data

# MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

## UNDERSTANDING THE **REVENUE GL ACCOUNTS**

Cash Receipts Will **Always** Post To A Revenue GL Account, An *Other Sources* GL Account or A *Customer* Account.

**Revenue Accounts** Are Further Defined By 3 Specific Types Of Revenue.

### AR Revenue Accounts

### Individual Account Number

**GENERAL** REVENUE



**401**#####

**SPECIAL** REVENUE



**402**#####

3% Fee

**403**#####

1.5% Fee

**OTHER** REVENUE



**404**#####

**405**#####

*General Revenue* accounts are comprised largely of tax collections. These accounts will ALWAYS be deposited to **FUND AGA0000**, **BUSINESS AREA 0610** and **COST CENTER 383359**. REMEMBER THIS!

*Special Revenue* are monies designated as Special revenue by the Legislature. These funds are receipted to the agency fund and then transferred daily to **FUND ASA0000** by the State Treasurer. At the end of each month Special Revenues are then distributed back to the agency fund at a reduced amount based on the corresponding fees. **402** accounts are charged a 3% fee and **403** accounts are charged a 1.5% fee.

*Other Revenues* identify other revenue sources including Federal Funds. These revenues are deposited to the Agency Fund and become available for use as soon as they have cleared.

**Note:** 'NBR' included in the GL description means the GL account is "Not Budget Relevant." Postings to these type accounts do not have any effect on budget controls.



## Topic 1-3: AASIS Master Data

### MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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#### **UNDERSTANDING THE REVENUE GL ACCOUNTS**

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Cash Receipts Will **Always** Post To A *Revenue* GL Account Or An *Other Sources* GL Account.

**Other Sources Accounts** Capture Refunds To Expenditures And Inter/Intra Agency Transfers In.

**Customer Account RECEIPTS** Capture Customer Payments (Partial or Full) Against An Open Invoice.

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#### AR Other Sources Accounts

#### Account Number

**OTHER SOURCES**



**6#####**

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#### AR Customer Accounts

#### Account Number

**STANDARD CUSTOMER**



**6#####**

**STATE AGENCY CUSTOMER**



**998#####**

**DIS CUSTOMER**



**4#####**

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## Topic 1-3: AASIS Master Data

### MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

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A **CASH JOURNAL** Records And Maintains All Cash Receipts and Deposits For An Agency.

A Cash Journal Is Assigned To An **INDIVIDUAL ASSET GL ACCOUNT**.  
Each Agency Will Have At Least **One** Cash Journal.

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Each Cash Journal GL Account Number Is A **10** Digit Number.

The Cash Journal Account Number **Identifies** The Agency (Business Area).

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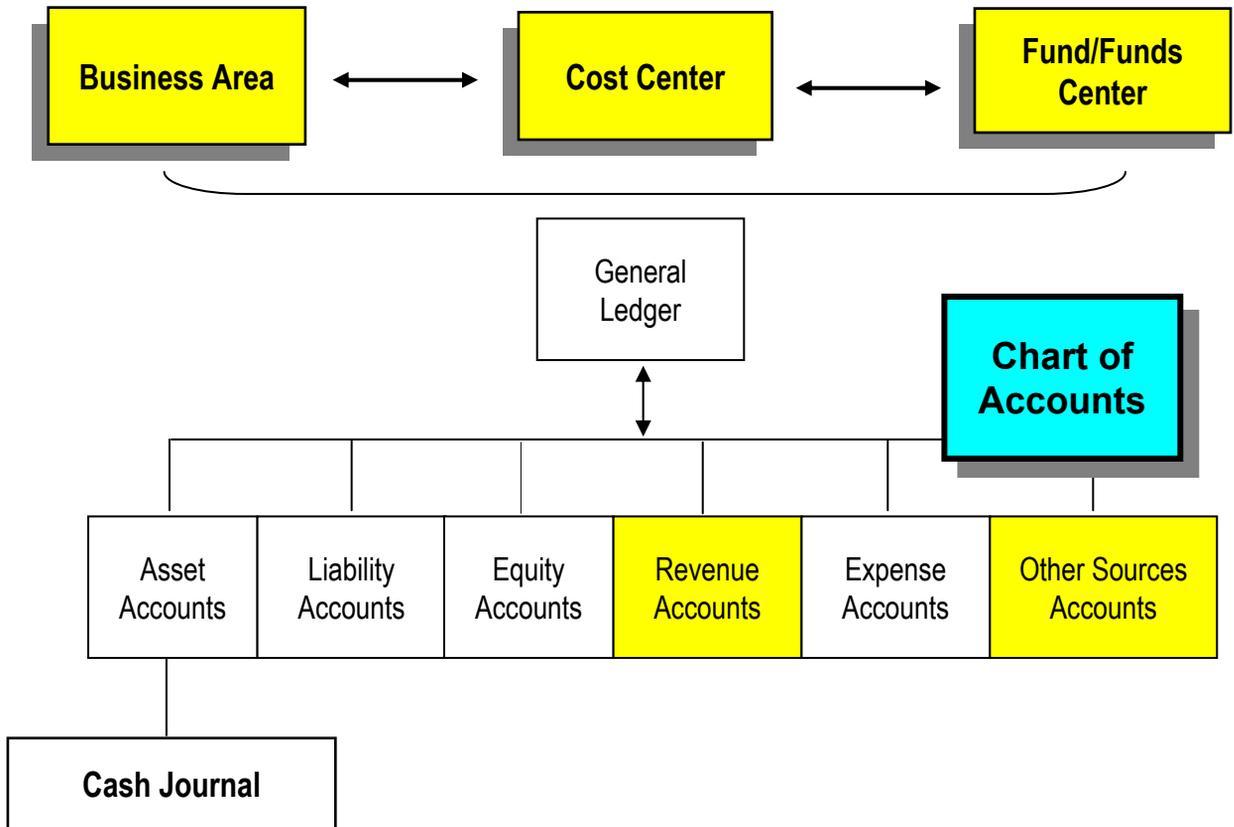
#### Cash Journal Account Number Assignment

**100-0610-001**

1. The First Digit Represents the ASSET GL Account Type.
  2. The Middle Digits (4-7) Identifies The Agency (Business Area).
  3. The Last 3 Digits Allow For Multiple Journal Assignments Within A Single Business Area.
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## Topic 1-4: Review



*Business Area – A unique 4 digit code used in AASIS to identify, store and retrieve an agency’s business financial data.*

*Cost Center – A unique 6 digit code used in AASIS to derive a business area’s financial data in AR transactions and to collect financial reporting data for a business area. The Cost Center is located in the AASIS Controlling Module.*

*Fund – A unique 7 digit code representing a “pool” of money owned by an agency, although some of the money may not be available to spend.*

*Funds Center – Represents the Agency’s Legal Authority to spend money (appropriation).*

*General Ledger – Comprised of 6 primary financial categories, this Chart of Accounts is used to capture Statewide and Business Area financial posting information.*

*Cash Journal – Records and maintains all receipts/deposits for an agency.*



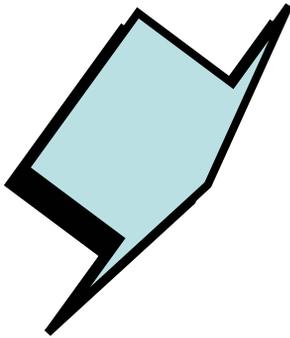
## Topic 1-5: AASIS Documents

### **UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT**

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Every Time You Park And/Or Post A Financial Business Transaction (Accounts Receivable And/Or Accounts Payable), AASIS Creates A Financial **Document**. An AASIS Document contains the following components:

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1. Document Header
  2. Document Type
  3. Document Number
  4. Posting Keys
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## Topic 1-5: AASIS Documents

### **UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT**

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The **DOCUMENT HEADER** Section Contains Reference Data.

1. User Name
  2. Document Creation Date
  3. Posting Date
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### **SYSTEM USES FOR DOCUMENT HEADER INFORMATION**

- Identifies The Person(s) Who Performed The Business Transaction Steps Associated With The Document
  - Identifies The Document Creation Date, Providing A System Time Frame Between Creation (Parking) and Completion (Posting)
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## Topic 1-5: AASIS Documents

### *UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT*

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#### **DOCUMENT TYPES ...**

1. Identifies The Financial Module For Which The Document Is Used
  2. Contains A Document Number Range Assignment
  3. Contains Additional Restrictions When Applicable
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#### **SYSTEM USES FOR DOCUMENT TYPE INFORMATION**

- Enables Retrieval Of Detailed Transactional Data Per Module Area
  - Enables Supervisory Review Prior To Posting
  - Prevents Unauthorized Uses Of Some Document Types
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## Topic 1-5: AASIS Documents

### *UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT*

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A **DOCUMENT NUMBER RANGE** Is Assigned To Each Document Type.

While Exceptions DO Apply, Generally Speaking Document Numbers Are 8 Digit Numbers.

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### **SYSTEM USES FOR DOCUMENT NUMBER INFORMATION**

- Enables Retrieval Of Detailed Transactional Data By Single And/Or Multiple Document Numbers
  - Enables Troubleshooting Solutions
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## Topic 1-5: AASIS Documents

### *UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT*

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**POSTING KEYS** Are 2 Digit Numbers Used To Determine The Account Type (Customer\GL) And The Posting Type (Debit/Credit) For That Document.

The Document Detail Section Consists Of 2 Or More Lines Of **Debits** And **Credits** That **MUST** Balance To Zero Before A Document Can Post.

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### **SYSTEM USES FOR POSTING KEY INFORMATION**

- **Restricts Account Selections (GL or Sub-ledger)**
  - **Defaults In Many Transactions**
  - **Required Transactional Field If Not Defaulted**
  - **Enables Troubleshooting Solutions**
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## Topic 1-5: AASIS Documents

### **UNDERSTANDING *ADDITIONAL* POSTINGS**

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**When A Document Posts To A General Ledger Account, AASIS Also Creates Additional Postings.**

**Additional Postings Facilitate Reporting By Fund And Cost Objects.**

**They Also Keep System Funds Balanced.**

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### **SYSTEM USES FOR ADDITIONAL POSTINGS**

- **Creates A Controlling Document (When Applicable)**
  - **Creates Funds Management Document (When Applicable)**
  - **Creates Special Purpose Ledger Entries**
  - **Enables Troubleshooting Solutions**
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# AASIS DOCUMENTS

## UNDERSTANDING **ADDITIONAL** POSTINGS

